



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: July 14, 2015

CM/ACM: JOH
Finance: LC
DA: —
Risk Mgt.: —
HR: —
Grant Mgt.: GE

DATE: June 23, 2015
TO: Board of County Commissioners
FROM: Arnie Maurins, Library Director
SUBJECT: Recommendation to approve a grant agreement from the Governor's Office of Economic Development (GOED) and the Economic Development Authority of Western Nevada (EDAWN) in the amount of up to \$15,000 (GOED \$10,000, EDAWN \$5,000), with up to \$7,300 local match required (in-kind), for a term from July 15, 2015-June 30, 2016, in support of Carson City Library's "Nevada's Working Capital" Project; direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents. (All Commission Districts)

SUMMARY

The Library is requesting Board's approval approve a grant agreement from the Governor's Office of Economic Development (GOED) and the Economic Development Authority of Western Nevada (EDAWN) in the amount of up to \$15,000 (GOED \$10,000, EDAWN \$5,000), with up to \$7,300 local match required (in-kind), for a term from July 15, 2015-June 30, 2016, in support of Carson City Library's "Nevada's Working Capital" Project, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents.

County Priority/Goal supported by this item: Sustainability, including financial sustainability, sustaining our services and infrastructure, and sustainability of our natural resources.

PREVIOUS ACTION

None.

BACKGROUND

The Library received an award notification for an EDAWN grant in the amount of \$15,000. If accepted, the grant will be used to expand Manufacturing Technician Level 1 (MT-1) training into Reno by building upon the existing Carson City Library's "Nevada's Working Capital" project. Washoe County Library staff will be trained and certified as MT-1 instructors and will be able to train up to 20 individuals in the MT-1 curriculum,

AGENDA ITEM # 5D

enabling them to receive certificates and pass the related exam. There would be two offerings of the course: Fall 2015 and Spring 2016 with up to 10 students in each session.

Additionally, the funding provides access to the curriculum for the public to use computers or in-house Wi-Fi for individual studying. Washoe County Library System would obtain certification as a Manufacturing Skills Institute (MSI) Assessment Center, enabling one or more branches to serve in this capacity to administer the MT-1 Exam to those who have either completed the instructor-led course or else prepared themselves via the online material.

GRANT AWARD SUMMARY

Project/Program Name: Washoe County Supports “Nevada’s Working Capital” Project

Scope of the Project: Train and Certify Library Staff instructors to administer the Manufacturing Technician Level 1 (MT-1) test.

Benefit to Washoe County Residents: Training instructors from the Washoe County Library System to offer MT-1 classes in 2015 and 2016 makes a significant contribution to train a highly skilled workforce and supports growth of an advanced manufacturing cluster in Northern Nevada.

On-Going Program Support: The purchases made by this grant are one-time expenses; any ongoing maintenance will be absorbed into the Library’s general fund.

Award Amount: up to \$15,000.00

Grant Period: July 15, 2015-June 30, 2016

Funding Source: EDAWN and Nevada Governor’s Office of Economic Development (GOED)

Pass through From: partially from GOED

CFDA Number: N/A

Grant ID Number: N/A

Match Amount and Type: local match of \$7,300 (in-kind)

Indirect Cost Rate (applicable to the award):

Grant’s recoverable indirect cost rate:

- Indirect costs are fully recoverable
- Sponsor does not allow for indirect cost recovery
- Sponsor has limited indirect cost recovery at ___ %
- Sponsor requires indirect Cost Rate Approved by Cognizant Agency

Special Terms & Conditions: N/A

Sub-Awards and Contracts: N/A

FISCAL IMPACT

Should the Board accept this grant award and approve these amendments, the adopted budget will be increased by \$10,000 and \$5,000 in both revenues and expenditures in the following accounts:

Account Number	Description	Amount
IO11245-432100	State Grant Revenue	\$ 10,000
Total Revenue		\$10,000
IO11245-710509	Seminars and Meetings Expense	\$5,600
IO11245-710100	Professional Services	\$500
IO11245-710300	Operating Supplies-Expense	\$ 3,900
Total Expenses		\$10,000

Account Number	Description	Amount
IO20406-484195	Non Govt'l Grants Revenue	\$ 5,000
Total Revenue		\$5,000
IO20406-701300	Overtime-Expense	\$2,500
IO20406-701110	Base Salaries-Expense	\$2,500
Total Expenses		\$5,000

Local match of \$7,300 required (In-Kind).

Cash reserves in the other restricted funds will be used for this reimbursement grant.

Sponsor does not allow for indirect cost recovery.

RECOMMENDATION

It is recommended that the Board of County Commissioners approve a grant agreement from the Governor's Office of Economic Development (GOED) and the Economic Development Authority of Western Nevada (EDAWN) in the amount of up to \$15,000 (GOED \$10,000, EDAWN \$5,000), with up to \$7,300 local match required (in-kind), for a term from July 15, 2015-June 30, 2016, in support of Carson City Library's "Nevada's Working Capital" Project, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:
"Move to approve a grant agreement from the Governor's Office of Economic

Development (GOED) and the Economic Development Authority of Western Nevada (EDAWN) in the amount of up to \$15,000 (GOED \$10,000, EDAWN \$5,000), with up to \$7,300 local match required (in-kind), for a term from July 15, 2015-June 30, 2016, in support of Carson City Library's "Nevada's Working Capital" Project, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents."

June 16, 2015

Arnie Maurins
Director | Washoe County Library System
301 S. Center St.
Reno NV 89501

Dear Mr. Maurins:

The Nevada Governor's Office of Economic Development (GOED) and The Economic Development Authority of Western Nevada (EDAWN) have approved a combined grant in the amount of up to \$15,000 (GOED \$10,000, EDAWN \$5,000) for support of MT-1 training classes. The grant period will be for a time period of July 15, 2015 – June 30, 2016. This grant is a partnership with GOED and EDAWN to support the Washoe County Library System. This grant is subject to the approval of the Washoe County Commission and will be funded upon acceptance by the Commission and the agreement to the attached EXHIBITS A and B (Grant Request and Narrative).

EDAWN will serve as the Grantee for the Award and will submit two (2) Progress reports on behalf WCLS for the Grant, to the GOED office.

Report content:

- The number of WCLS employees certified as instructors of the Manufacturing Technician Level 1 (MT-1) curriculum;
- Number of individuals trained in the MT-1 curriculum;
- Number of individuals receiving certificates;
- Number of individuals that pass the related MT-1 exam;
- Number of MT-1 course offerings and schedule;
- Number of students in each MT-1 course session;
- Number of library public-use computers or description of in-house Wi-Fi, to offer online MT-1 curriculum for individuals wishing to study on their own; and
- Proof of certification as an MSI Assessment Center, and number of branches to serve in that capacity to administer the MT-1 Exam to those who have either completed the instructor-led course or else prepared themselves via the online material.

We look forward to partnering with WCLS with this project

Rae McElroy, COO-EDAWN

Arnie Maurins, Director-WCLS

**EXHIBIT B
GRANT REQUEST**

PROJECT DESCRIPTION

The Washoe County Library System (WCLS) wishes to support and supplement Carson City Library's "Nevada Working Capital" project (a Library Services and Technology Act grant-funded initiative), by engaging in the following activities:

- Obtain training for two WCLS employees to become certified instructors of the Manufacturing Technician Level 1 (MT-1) curriculum
- WCLS instructors train up to 20 individuals in the MT-1 curriculum, enabling them to receive certificates and pass the related exam. There would be two offerings of the course, one in Fall 2015 and one in Spring 2016, with up to 10 students in each session.
- Offer access, via library public-use computers or in-house Wi-Fi, to the online MT-1 curriculum for individuals wishing to study on their own
- Obtain certification as an MSI Assessment Center, enabling one or more branches to serve in that capacity and administer the MT-1 Exam to those who have either completed the instructor-led course or else prepared themselves via the online material

DELIVERABLES

- Two WCLS employees certified for three years as MT-1 course instructors
- By June 2016: Up to 20 individuals who complete the instructor-guided MT-1 course and pass the required competency exam at a WCLS Assessment Center location
- By June 2016: Five (5) individuals who study the MT-1 curriculum online via WCLS computers or Wi-Fi, and as a result are able to pass the requisite exam at a WCLS Assessment Center location
- Similar deliverables in the succeeding two years (July 2016-June 2017 and July 2017-June 2018); may be adjusted based on experience in the first year

OUTCOMES

- Up to 25 individuals pass the MT-1 exam and improve their qualifications for advanced manufacturing technician jobs
- Of those, 10 individuals or 40%, whichever is higher, are able to obtain an MT-1 position, either as a new hire or through promotion at their current employer, within one year of passing the MT-1 exam.

BUDGET—Requested Funds

1. Training of two Washoe County Library System employees to be MT-1 instructors 3-year certification (\$2,800 per trainee)	\$5,600
2. MT-1 lab supplies to be used in classes presented by WCLS instructors	\$4,000
3. Fee for one or more WCLS branches to be licensed as MSI Assessment Center (3-year license)	\$500
4. Compensation for time spent preparing and teaching MT-1 classes (to be claimed only if employees teach outside of their library work schedules)	up to \$4,900
Total of Requested Funds:	up to \$15,000
In-Kind Match: Staff time of the two employees trained as MT-1 instructors	
"Train the Trainer" instruction: 32 hours X 2 employees X \$42.44/hour (sal.&ben.)	\$2,716
Serving as instructors: Estimated 3 hours/week X 36 weeks X \$42.44/hour*	\$4,584
Total In-Kind Match:	\$7,300

*Time spent as actual instructors would be an in-kind match as long as those hours occurred during the employees' library work schedule. If an employee instructor conducted any of the classes outside of his/her work schedule, then he/she would be eligible for compensation from the grant for that time.